

Qualification Checklist for Ceremonial Rifles Non-Recognized Veterans' Organizations

- ☐ Written request signed by the local commander, commandant, or president of the organization addressed to:

US Army TACOM Life Cycle Management Command
ATTN: AMSTA-LC-LEAD, M/S: 419
6501 E. 11 Mile Road
Warren, MI 48397-5000

Please complete the following questionnaire and return this form with the other required documents outlined below:

Full Name of Organization: _____

Organization Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ FAX Number: _____

Organization E-mail Address: _____

Name of Representative (POC): _____

POC Mailing Address (if different than above): _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ FAX Number: _____

E-mail Address: _____

Number of Active Organization Members: _____

Number of Honor Guard Members: _____

Number of Rifles You Currently Have (**complete attached inventory form**): _____

Number of New and/or Replacement Rifles Required: _____

Shipping Address for the new rifles (**cannot be a private residence or post office box**):

Business Name: _____

*****MUST BE OPEN DURING NORMAL BUSINESS HOURS*****

Street Address: _____

City: _____ State: _____ Zip Code: _____

Business Hours: _____

Type of Display Items You Currently Have (Tanks, Cannons, Pistols...)

Ex: *M4 Sherman Tank*

125M145

Item _____ Serial Number _____

Item _____ Serial Number _____

All documents outlined below **must be signed by the highest ranking official for the organization**, (i.e. current commander, commandant, president, chief...) signed by anyone else (vice commander, honor guard captain, Jr. vice commander) will not be accepted. All documents must be originals with original signatures and notary seal.

- ☐ Photograph(s) of the exterior of the organization's building to include any display equipment. Please include any display items located in parks and cemeteries your organization has obtained.
- ☐ State or Federal Charter (Certificate of Incorporation) – This is a copy of your charter that shows that your organization is recognized and legally exists within your State as a Veterans organization.
- ☐ Copy of the Bylaws of your organization – Your bylaws must state the purpose of your organization and must state that membership is restricted to Veterans who were not discharged from the service under dishonorable conditions.
- ☐ Listing – provide a list of all the organization officers to include their name, title, and address.
- ☐ Financial Statement – provide a copy of your last financial statement i.e. Internal Revenue Service Form 990.
- ☐ Certificate of Federal Tax Exemption (501c) – This is a certificate from the Internal Revenue Service showing that your organization is a non-profit organization and is exempt from federal income tax.

- ❑ Certificate of Assurance of Compliance with Title 6, Civil Rights Act (Enclosed) – This certificate insures that your organization does not and will not discriminate against an individual or group as required by law.
- ❑ Certificate of Arms Storage (Enclosed) – This certificate identifies the storage location of the weapons.
- ❑ Affidavit of Compliance with Title 10 USC §4683 (Enclosed) – This form identifies the intended use of the ceremonial weapons as required by law.
- ❑ Ceremonial Rifle Inventory (Enclosed) – If your organization currently has or was issued ceremonial rifles in the past, you must complete this form.

If you currently have M1 Garand ceremonial rifles (after receipt of your completed paperwork), a representative will contact your organization to inspect, clean, and perform any necessary repairs. This service is performed at no cost to your organization. The representative will provide a report to this office, which will include the serial numbers requiring replacement.